To Request a Civil Traffic Hearing

1. Call the Court for your case number.
2. Complete the Request for Civil Traffic Hearing.
3. Include the grand total amount from Option 2 of the purple bond schedule you received from the officer. Or that form can be found online at the Jerome Municipal Court/forms. This will be the bond required to proceed with a hearing.

You may mail all documents or bring to the Court **prior to your appearance date**.
If you appear in person you will receive your hearing date and time.

If you mail these documents the Court will call you and mail you the hearing notice.

4. If you are requesting a Hearing in Absentia, you must also in addition to the form above, complete the form: Request for Civil Traffic Hearing In Absentia. Fill out and explain why it is a hardship for you to appear.

5. Also: Complete the Declaration and Waiver of Rights for Hearing in Absentia form.

6. Mail ALL original forms you printed and the required bond to:

   Jerome Municipal Court
   PO BOX 335, Jerome,
   AZ 86331
   Prior to your appearance date. The Court will call you and mail you the hearing notice.

If you have any questions the Court is open: Tue-Wed-Thu 830 am to 400 pm 928-649-3250.

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IN THE MUNICIPAL COURT OF JEROME
COUNTY OF YAVAPAI, STATE OF ARIZONA

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STATE OF ARIZONA,   )
              Plaintiff   )   **DEFENDANT'S REQUEST FOR A**
   vs.   )   **CIVIL TRAFFIC HEARING**
)   **Case Number:**
)
_____)
           Defendant   )
_____)

Defendant's Name: _____.

I hereby request a Civil Traffic Hearing to contest the charges indicated below. I hereby enter my plea of not responsible.

Charge A: _____
Charge B: _____
Charge C: _____
_____
_____

YOU MUST POST THE BOND REQUIRED. SEE INSTRUCTIONS.

Date: _____   _____
                                         Defendant's Signature

_____
Defendant's phone number

Defendant's Address: _____
                            _____
                            _____

Mail or bring this form in person to the Court prior to your appearance date.

IN THE MUNICIPAL COURT OF JEROME
COUNTY OF YAVAPAI, STATE OF ARIZONA

STATE OF ARIZONA,)   **Case Number:**
           Plaintiff)
    vs.)   **DEFENDANT'S REQUEST FOR A CIVIL TRAFFIC**
)   **HEARING IN ABSENTIA AND WAIVER OF RIGHTS**
)
           Defendant)
)

Defendant's name: _____ .

State in detail why attending a civil traffic hearing would be a substantial hardship. A substantial hardship is more than mere inconvenience. Examples of substantial hardship may include residing a considerable distance at least 100 miles or more from the court or having a medical or physical condition that significantly impairs the ability to participate in a hearing. Explain below:

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YOU MUST POST THE BOND REQUIRED. SEE INSTRUCTIONS.

If the Court grants my request and conducts a hearing in absentia, I waive the following rights: to personally appear to present evidence; to review evidence before the hearing (Rule 13(b)); to compel production of any citing officer notes (Rule 13(c)); to testimony under oath (Rule 16(a)); to cross examine the State's witnesses (Rule 16(c)); to present rebuttal evidence Rule 19(d)); to present a closing argument Rule 19(e)); and to immediate delivery of written notice of appeal after the imposition of any civil sanction (Rule 25(a)).

I acknowledge that if the Court does not receive my declaration of the facts by the hearing date, a default judgment may be entered against me, a civil sanction may be imposed, and my driving privileges may be suspended.

Dated:_____   _____
                                                         Defendant's signature

Mail this form with Request for Hearing Form to the Court prior to your appearance date include the required bond.

IN THE MUNICIPAL COURT OF JEROME
COUNTY OF YAVAPAI, STATE OF ARIZONA

STATE OF ARIZONA,   )   **Case Number:**
                    Plaintiff   )
        vs.   )   **DEFENDANT'S DECLARATION AND WAIVER**
)   **OF RIGHTS FOR A HEARING IN ABSENTIA**
)
_____   )
              Defendant   )
_____   )

Defendant's Name: _____.

State the facts of the case in your own words. If you have any exhibits, explain their significance in the statement and attach. Please print clearly or attach a written statement.

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Continued on _____ attached pages.

By having a hearing in absentia, I waive the following rights: to personally appear to present evidence; to review evidence before the hearing (Rule 13(b)); to compel production of any citing officer notes (Rule 13(c)); to testimony under oath (Rule 16(a)); to cross examine the State's witnesses (Rule 16(c)); to present rebuttal evidence (Rule 19(d)); to present a closing argument (Rule 19(e)); and to immediate delivery of written notice of appeal after the imposition of any civil sanction (Rule 25(a)).

I acknowledge that if the Court does not receive this declaration by the hearing date, a default judgment may be entered against me, a civil sanction may be imposed and my driving privileges may be suspended.

I declare under penalty of perjury that the foregoing is true and correct.

Date: _____   _____

Defendant's Signature